

Maine Charter School Commission

June 4, 2019 Business Meeting Minutes Approved by Commission Vote on July 1, 2019

The Maine Charter School Commission held a regular Business Meeting at **Maine Arts Academy**, 8 Goldenrod Lane - Sidney, on **Tuesday, June 4, 2019**

1. Call to Order and Declare a Quorum

The meeting was called to order by Commission Chair, Dr. Mike Wilhelm, at 9:35am and a quorum was declared.

Commission members present were: Dr. Mike Wilhelm, Chair; John Bird, Vice Chair; Dr. Fern Desjardins; Shelley Reed; Jim Rier; Jana Lapoint; and Laurie Pendleton.

Also present were Bob Kautz, Gina Post, Amy Allen and Jasmine Canwell.

2. Members of the Public Are Asked to Sign In

Dr. Mike Wilhelm reminded those present to sign-in if they had not already done so.

Members of the public present were: Brittney-Rae Perron (*ACADIA Academy*); Joe Drago; Roger Brainerd (*MACS*); Jacinda Cotton-Castro (*Fiddlehead School of Arts & Sciences*); Carrie Branson (*Harpwell Coastal Academy*); Deborah Emery (*Maine Arts Academy*); Amy Linscott (*Maine Connections Academy*); Chad Strout (*Maine Connections Academy*); Janna Townsend (*Maine Arts Academy*); Lauren Thompson (*Maine Connections Academy*); Travis Works (*Cornville Regional Charter School*); Kelli Pryor (*Baxter Academy for Technology and Science*); and Tonya Arnold (*Maine Academy of Natural Sciences*).

3. Reminders:

- ✓ **This meeting is being recorded.**
- ✓ **Please turn your cellphones to silent or vibrate.**
- ✓ **Private conversations should be held in the hallway and not during the meeting.**

Dr. Mike Wilhelm has resigned from the Maine Charter School Commission effective June 30, 2019 after serving two terms. Dr. Mike was presented with gifts and a plaque recognizing his service to Maine's students and their families.

4. To Consider Action Relative to Additions or Adjustments to the Agenda

Agenda Item #6 – To Accept FY19 Budget vs. Actual – June Report will be tabled as the report is not yet available.

5. To Act Relative to Accepting as Printed the Minutes of the May 7, 2019 Business Meeting.

No discussion.

Moved by John Bird; seconded by Shelley Reed and voted unanimously by those present to accept as printed the minutes of the May 7, 2019 Business Meeting.

6. To Accept FY19 Budget vs. Actual – June Report

Tabled until next Business Meeting.

7. OLD BUSINESS

7a. Update on Office Assistant Position

Bob Kautz shared that Cindy Fabbriatore left the position to pursue an opportunity and that Jasmine Canwell had been hired to fill the vacancy. A copy of Jasmine's resume was distributed for review and discussion. Due to the increased workload, Jasmine will be working in the office 40 hours per week.

No further action needed.

7b. To Approve the Continuations of Current Liaisons for the 2019-20 School Year Effective September 1, 2019

A copy of the current list of liaisons was distributed for review. Current liaisons are as follows:

ACADIA Academy – Jim Rier
Baxter Academy for Technology and Science – Jana Lapoint
Cornville Regional Charter School – Shelley Reed
Fiddlehead School of Arts & Sciences – Dr. Fern Desjardins
Harpwell Coastal Academy – Shelley Reed
Maine Academy of Natural Sciences – John Bird
Maine Arts Academy – John Bird
Maine Connections Academy – Dr. J. Michael Wilhelm
Maine Virtual Academy – Laurie Pendleton

Dr. J. Michael Wilhelm will continue as the liaison for Maine Connections Academy until his term expires on June 30, 2019. The liaison position will remain vacant until a candidate is nominated to fill the vacancy.

Moved by John Bird; seconded by Jana Lapoint and voted unanimously by those present to approve the continuations of current liaisons for the 2019-20 school year effective September 1, 2019.

7c. To Consider and Approve Intervention Flowchart

A copy of the Intervention Flowchart which was reviewed and approved by Sarah Forster was distributed for review and discussion. Gina Post shared that staff, in conjunction with school liaisons will work through the steps of the flowchart.

Moved by Shelley Reed; seconded by Laurie Pendleton and voted unanimously by those present to approve the Intervention Flowchart.

7d. To Consider and Approve Performance Framework

A copy of draft Performance Framework incorporating feedback from schools and Governing Board members was presented for review and discussion. This performance framework will be effective at the beginning of the 2019-20 school year.

Color codes on the presented framework means the following:

Blue = Removed

Green = NWEA

Yellow = Adding in Average Daily Attendance

Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present to approve Performance Framework.

7e. To Accept Proposed Pilot Performance Framework for ACADIA Academy, Cornville Regional Charter School and Maine Virtual Academy

Three schools – ACADIA, Cornville and MeVA – are interested in using the new framework to measure performance for the 2018-19 school year rather than waiting to begin in 2019-20. Copies of proposed pilot performance framework from all three schools was distributed for review and discussion.

Moved by Laurie Pendleton; seconded by John Bird and voted unanimously by those present to accept proposed pilot Performance Framework for ACADIA Academy, Cornville Regional Charter School and Maine Virtual Academy.

8. NEW BUSINESS

8a. To Accept Notification of MeANS Governing Board Member Resignation – Mike Muir

A copy of Mike Muir’s resignation was distributed for review and discussion.

Moved by Shelley Reed; seconded by Dr. Fern Desjardins and voted unanimously by those present to accept notification of MeANS Governing Board Member Resignation – Mike Muir.

8b. To Consider and Approve Baxter Academy’s Request for Professional Development Funds

A copy of Baxter Academy’s Request for Professional Development Funds was presented for review and discussion.

Moved by Shelley Reed; seconded by Jim Rier and voted unanimously by those present to approve Baxter Academy’s Request for Professional Development Funds.

8c. To Consider and Approve Maine Connections Academy’s Renewal Contract

The contract language is consistent with the renewal document previously approved by the Commission. The only language changes are to Exhibit B which was distributed for review and discussion.

Maine Connections Academy will be proposing new pieces to the Performance Framework and will submit that request to the Commission at a later time for review.

Moved by Dr. Fern Desjardins; seconded by Shelley Reed and voted unanimously by those present to approve Maine Connections Academy’s renewal contract.

8d. To Consider and Approve Return of Funds to Schools

Bob Kautz shared that the Finance Committee has met several times to discuss the return of funds to schools and that after careful and thoughtful review, the Committee is comfortable returning a total of \$476,152.12 to the schools. The breakdown by schools is as follows:

ACADIA Academy – \$20,681.36
Baxter Academy for Technology and Science – \$92,136.65
Cornville Regional Charter School – \$37,344.60
Fiddlehead School of Arts & Sciences – \$31,640.74
Harpwell Coastal Academy – \$58,537.48
Maine Academy of Natural Sciences – \$42,143.49
Maine Arts Academy – \$18,702.92
Maine Connections Academy – \$96,743.84
Maine Virtual Academy – \$78,221.05

Jim Rier shared that as schools make decisions on what to do with the return of funds they should be mindful about the minimum teacher salary language that will go into effect for the 2020-21 school year.

There is no recommendation to change the oversight percentage at this time.

Moved by Laurie Pendleton; seconded by Jim Rier and voted unanimously by those present to approve the return of funds to schools totaling \$476,152.12.

9. REPORTS

9a. Chair – Dr. Mike Wilhelm

Dr. Mike Wilhelm shared that since the last Business Meeting he has testified in front of the Education and Cultural Affairs Committee a few more times.

9b. Vice Chair – John Bird

John commented on Maine Arts Academy's recent End of Year Visit indicating that the visit went well. He also praised staff on the quality of materials presented in preparation for these visits.

John also acknowledged the difficulties that were presented to the Charter School Commission and to the charter schools throughout this Legislative session and commended all for the work done.

9c. Executive Director – Bob Kautz

Legislative Update

Bob gave a brief update on the progress of the supplemental budget currently being worked on by the Appropriations Committee. The Department of Education has proposed several new positions in this biennium budget. They also have several grant positions that will begin shortly. Decisions may have to be made in regard to space for Commission staff should the budget pass.

Commission Member Vacancy Update

Bob shared that Nichi Farnham is being considered as a replacement to the Maine Charter School Commission seat being vacated by Dr. Michael Wilhelm. She will be interviewed by Dr. Fern Desjardins, Jana Lapoint and John Bird after the Business Meeting and nomination placed on the upcoming State Board of Education agenda for approval.

Budget Update

Bob indicated that the Finance Committee has met to discuss the budget and that updates are being made to it along with the budget notes. Once updates are made they will be brought to a meeting for further review and discussion.

Discuss if July 2, 2019 Business Meeting will be held

Fiddlehead School of Arts & Sciences has submitted a request to increase grade span and are applying for a Federal grant that will be dependent upon the Commission's decision. The grant application is due on July 9, 2019 so a meeting in July will be necessary to accomplish this work. It was decided that the Commission will meet on Monday, July 1st at 9:30am in the Cross Office Building.

9d. Director of Program Management – Gina Post

Review Procedure for Nominating MCSC Chair and Vice Chair

Gina presented a copy of the procedure that was approved in October 2017. Laurie Pendleton, as a former Commission chair, and Dr. Fern Desjardins, as a Commission member, will work together to bring forth nominations for both chair and vice chair positions. These nominations will be on the next Business Meeting agenda.

Site Review Protocol and Liaison Engagement

A copy of the approved Site Visit Table was presented along with a section of the approved minutes discussing the responsibilities of school liaisons. After a great deal of discussion it was determined that liaison involvement will be included in the Site Visit Table. A motion to amend the Site Visit Table to include the liaison (as available) was made as follows:

Moved by Jana Lapoint; seconded by John Bird and voted unanimously by those present to amend the Site Visit Table to include the liaison (as available).

Panorama Survey Results

Gina shared that the results from the recent survey window are out and that schools have been notified. MeANS has a slightly different survey window due to their extended school year. Those results will be available soon.

Website Update

Gina indicated that InforME is still working on the website and that further updates will be made available as InforME completes their work.

School News

Gina shared the following information:

- Baxter Academy for Technology and Science – Recently graduated 90 students.
- Fiddlehead School of Arts & Sciences – Has submitted a request to expand grade span.
- Harpswell Coastal Academy – Graduation will be held on June 7th.
- Maine Academy of Natural Sciences – Looking for leadership as Tonya Arnold and Mike Muir have both resigned.
- Maine Arts Academy – End of Year Visit with Staff, Students and Parents was held on June 3rd; graduation will be held on June 8th at 6:00pm at the Augusta Civic Center.
- Maine Connections Academy – Recently held graduations for both 8th and 12th graders; will be moving into a new facility soon.
- Maine Virtual Academy – End of Year Visit with Governing Board and Administration was held on May 30th. Currently working on the Year 4 Performance Report which is due no later than June 30th.

10. ANNOUNCEMENTS

10a. Turn in Expense Vouchers at the End of the Meeting

10b. Next Business Meeting Date – July 1, 2019

11. OTHER COMMENTS FROM COMMISSION MEMBERS

None.

12. PUBLIC COMMENT

Roger Brainerd from MACS shared that he recently met with the Governor's Education Liaison to discuss Maine's public charter schools and to encourage the Governor's veto on LD 307 and LD 513. Roger also shared that LD 1638 is on today's Senate calendar and is expected to pass along party lines.

Roger reminded attendees that the National Charter School Conference will be held at the end of the month and that staff from both Cornville Regional Charter School and Maine Arts Academy will be in attendance.

Finally, Roger shared that he met with Jennifer Pooler from the DOE to reconcile the funds from the federal grant for MACS, Cornville, MeANS and MeAA and that the process is complete.

13. ADJOURN – Meeting was adjourned at 12:13pm.

Moved by Dr. Fern Desjardins; seconded by Shelley Reed and voted unanimously by those present to adjourn.